

VILLAGE OF PARDEEVILLE
PARDEEVILLE VILLAGE BOARD MINUTES
Village Hall – 114 Lake Street, Pardeeville
Tuesday, February 1, 2022 at 6:30 p.m.

Call to Order: The regular meeting of the Village of Pardeeville governing body met on Tuesday, February 1, 2022 at the Village Hall; 114 Lake Street in Pardeeville. Village President Possehl called the meeting to order and welcomed our new trustees at 6:30 p.m. and Jennifer Becker, Clerk/Treasurer served as secretary.

Roll Call: All trustees were present except Haynes. Also present were: Rick Wendt, Nicole Miller – Ikwe, Joe DeYoung – MSA, Jennifer Becker – Clerk/Treasurer and Erin Salmon – Admin/DPW.

Verification of the posting of agenda: The agenda was properly posted at the Pardeeville Village Hall, Library, Village Website and the Pardeeville Post Office.

Agenda Approval:

MOTION Abrath/Holtan to approve agenda as presented. Motion carried unanimously. Trustee Babcock asked that moving forward we post the packet with the agenda on the website.

Minutes approval:

MOTION Babcock/Balsiger to approve the previous meeting minutes. Motion carried unanimously.

Comments from the Floor: None

Communications & Reports:

- **Ordinance Violation report** – report was reviewed. Question as to why the old items still on there – Clerk stated they are still being followed up on. Only new violations have been for snow removal and no repeat offenders.
- **DPW/Administrator Report** – Report was reviewed. Items discussed were Ehlers and the note – revised estimates being presented so the board can see what we are looking at borrowing for the development, equipment and infrastructure needs. Discussion on developments and sidewalks – responsibility of private vs. public. The development of the 43 acres – tiny home area would need to be serviced with grinder pumps. Question raised on if we could have benches downtown – Salmon stated that possibly if the terrace is wide enough and there would still be ample flow for pedestrians and handicap accessibility.

OLD Business

IKWE/ADCI Senior Center and Senior Living Facility

The condo association agreement is drafted and under review by both IKWE and Village attorney. With this in mind there will need to be a revised developer agreement that incorporates this into the document – looking to have that for review by March 1st. Miller is currently working with investors – need to get to 75-80%; no further movement on site plan until funding is confirmed. Further discussion with DeYoung from MSA on the infrastructure and time lines. Laid out which roadways would need to be done in which phase and discussion on the new lift station. Salmon stated that there may be some interest in Lot 2 (Apartments) at which time the infrastructure for that may need to be looked at for the end of 2022-beginning of 2023. Comments on senior center and if we are moving forward with the plan to have it attached to the senior living facility. If we are not, need to let Miller know sooner than later as it changes the scope of the project for investors. Board discussed funding and if we would want to add the additional cost for building to the note, we are looking at for 2022. There is also the grant we applied for and would we want to wait and see if we get that first; by waiting could hinder progress on the current action by investors. Final comments were to keep proceeding as planned with the senior

center and senior living facility attached. Will look into the costs changes to the note and have Ehler's provide an updated analysis at the next meeting if possible.

Wide format printer/scanner for the Village Office

This was asked to be brought back from a previous meeting in December with more information. Salmon stated she had compiled cost estimates to outsource printing of maps vs. printing in house for the board to review. Stated we budget to purchase a low-cost scanner in 2021, that didn't happen when it was learned that this was a better option for our needs. Salmon stated that one of her goals is records management and records preservation. Records are currently organized and this will allow us to move forward with scanning for easier location/viewing. In addition, with the printing option we can not only print our maps more efficiently and at lower costs. In addition we could also offer large format printing services to others in the community for an established cost.

Motion Holtan/Abrath to proceed with the 5-year lease of a wide format printer/scanner from Gordon Flesch at the annual cost of \$2340 + supplies (paper/ink). Roll Call Vote: Motion carried unanimously.

NEW Business

Special events review application – Cornhole Tournament

Application for a cornhole tournament was presented for May 28, 2022. No issues with this event in the past.

Motion Babcock/Holtan to approve as presented. Motion carried unanimously.

Special events review applications – Boys club baseball tournaments in June

Applications for boy's club baseball tournaments were presented for June 11 & 12, June 18, and June 25 & 26. Insurance will be provided prior to the events.

Motion Holtan/Abrath to approve as presented. Motion carried unanimously.

Lot Split/CSM approval for Dan Baker property

The plan commission met on January 27th and recommends the board approve the lot split for the property owned by Dan Baker on Lake Street.

Motion Abrath/Haynes to approve CMS lot split as presented. Motion carried unanimously.

Request for rezone from M-1 to R-1 for lot 1 of CMS approved

The plan commission met on January 27th and recommends the board approve the rezone request for Lot 1 created by the previous motion.

Motion Abrath/Possehl to approve the rezone as presented. Motion carried unanimously.

CSM creation for Foote Development,

The plan commission met on January 27th and recommends the csm being presented for the Foote development be approved as presented.

Motion Holtan/Haynes to approve CSM for development as presented. Motion carried unanimously.

Request for rezone of parcel being created for Foote development to R-4

The plan commission met on January 27th and recommends the board approve the rezone request for the lot being created for the Foote development as presented.

Motion Holtan/Abrath to approve the rezone as presented. Motion carried unanimously.

Recommendation to approve contractor for sidewalk project

Salmon received and presented the bids for the 2022 sidewalk project. PW Concrete was the low bidder (Also bid by Holtan Construction and Mike Krueger). Recommendation to proceed with low bidder – PW Concrete.

Motion Possehl/Balsiger to approve PW Concrete for the 2022 sidewalk project. Motion carried unanimously.

Public health pandemic leave policy

Salmon and Becker worked on a draft policy to address employees that need to be off due to public health conditions. Draft was presented to Finance & Personnel and now being presented to the board. Discussion on part-time leave as well as breaking up into events.

Motion Babcock/Abrath to approve the Public health pandemic leave policy with changes to wording for time off to be up to 80 hours total – two 40-hour events for full time; 40 hours total for part time – two 20-hour events. Motion carried unanimously.

Policy Manual changes

Longevity

Salmon presented the re-introduction of Longevity to the employee manual; was previously in 2006. Finance & Personnel reviewed the changes and recommended to the Village Board we add this, removing cap of \$1000 and remove merit pay.

Motion Babcock/Chapman to approve longevity for full time employees as presented for January 1, 2023 paid out in December of 2023 and contingent on the removal of merit pay (employee reviews will still be conducted annually) Motion carried unanimously.

Funeral Leave

Salmon presented changes to the funeral leave policy addressing aunts & uncles under one day of leave. Finance & Personnel recommended we add grandchildren under the three-day leave. Discussion on whether or not to include part time employees or if schedules are flexible enough to accommodate. Further discussion on whether or not to leave aunts and uncles in the policy.

Motion Possehl/Abrath to recommend funeral leave changes leaving part time employees eligible and time off for aunts/uncles. Motion failed on a 2-5 vote.

Motion Haynes/Babcock to recommend funeral leave changes removing part time employee's eligibility and time off for aunts/uncles. Motion failed on a 3-4 vote.

Motion Holtan/Balsiger to recommend funeral leave changes removing part time employee's eligibility but leaving time off for aunts/uncles. Motion carried unanimously.

Leave of absence

Salmon presented changes to the leave of absence policy and recommended removing the possible implementation of a WI FMLA policy from the manual. Finance & Personnel reviewed and recommended we move forward with the changes and adding that an employee cannot accrue sick leave while on a leave of absence.

Motion Babcock/Balsiger to approve changes to the leave of absence policy as presented. Motion carried unanimously.

Retirement gift of appreciation

Salmon presented a policy for retirement gifts of appreciation. Finance & Personnel reviewed and recommended that the Village board adopt changes adjusting years of service.

Motion Possehl/Haynes to approve policy as presented. Motion carried unanimously.

Approval of the bills

The bills were presented for approval.

Motion Holtan/Abrath to approve the bills as presented. Roll Call Vote: motion carried unanimously.

CLOSED SESSION under WI Stats. Sec. 19.85 (1)(c) for considering employment, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion Chapman/Holtan at 8:50 p.m. **Roll call vote:** motion carried unanimously.

a. Clerk/Treasurer position

Motion Holtan/Possehl to return to open session to formally dispose of any issues discussed in closed session at 9:25 p.m.

Motion Babcock/Possehl to approve the hiring process for the Clerk/Treasurer position at a pay range of \$54,000-64,000 depending on qualifications and certifications. Dates were sent for upcoming meetings. Motion carried unanimously.

Adjourn: The meeting adjourned by Possehl at 9:30 p.m.

Jennifer Becker, Clerk/Treasurer
Approved 02/15/2022